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UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
St. Louis 2, Missouri

August 2, 1944

TENTATIVE LIST AND DESCRIPTION

of

SELECTED OCCUPATIONS IN THE REA PROGRAM

A Supplement to the Statement
of June 27, 1944 on

Veterans' Opportunities

for

Employment in the REA Program

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Note: USES code numbers fitting most closely to REA
occupational descriptions are listed for convenience
wherever practical.

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88. Manager

I. 0-97.41

Is charged with the full responsibility of executing the policies established by the Board of Directors; is in complete charge of all phases of operation, construction and management of the property; directs through the subordinate staff, all activities of all employees; is responsible directly to the Board of Directors. Is the paid executive of a cooperative organization and therefore must understand cooperative principles and methods and be cooperatively minded; should understand and be sympathetic to rural people and problems; should be capable and willing to be a leader in rural community affairs.

89. Assistant Manager

II. 0-97.41

Under the direction of the Manager, and with a wide latitude of initiative and authority, to carry out assignments of all phases of the operation of the system delegated to him by the manager; to act as Manager in the absence of his superior. Should understand farm people and farm problems and be sympathetic to the cooperative form of enterprise.

90. Office Manager

0-97.12

In charge of the maintenance of all records and accounts of the cooperative; responsible for the establishment of accounting and recording procedures, billing and collecting procedures, the maintenance of payroll records and stores records, accounts receivable and payable, in accordance with the REA Uniform System of Accounts. Responsible for seeing that all of the above records are made available to the REA Auditor during the course of his audit. He should have an understanding of cooperative business methods. He reports directly to the Manager.

91. Clerical Engineer

0-17.01

Is in complete charge of, and responsible for, all phases of the operation of hydro and diesel generating plants, ice plants, water system, transmission, and distribution lines, substations, switch stations and all construction crews; prepares technical studies for the purpose of load dispatching, load distribution, phase balance, fuse coordination, voltage regulation, and system improvements; is in charge of the purchasing of all generation and line material and equipment, including tools, transportation equipment, and appliances; is charged with responsibility of compliance with all federal rules and regulations, applying to additions to the system and the purchasing of materials and equipment; reports directly to the Manager. Responsible for safety rules and practices, and conducts safety schools and job training programs.

92. Inspector of Wiring and Plumbing

Inspects completed farmstead wiring and plumbing installations for compliance with standard National, State and R.E.A. requirement

Must be able to qualify through examination by the Wiring and Plumbing Units of the Rural Electrification Administration or supply qualifications recognized by that office.

93. Electrification Adviser

Under the direction of the manager, to plan and carry out educational activities leading to more effective use of electricity on the farm and in the home; to advise members and prospective members on the advantages of good wiring and plumbing and in the planning for and selection and use of electrical equipment best suited to their needs; to explain the purposes and functioning of the electric cooperative to individuals and groups; to conduct varied membership activities; to cooperate with other rural community groups and agencies in promoting various community improvements made possible by rural electrification.

94. Right-of-way Man

1-48.23

To secure rights of way from property owners for construction of electric lines over private property.

95. Chief Plant Engineer

Power Plant Engineer II. 0-17.01

Is charged with responsibility for the operation, maintenance and construction of the hydro, diesel, ice and water plants; is also charged with the responsibility for the operation, maintenance and repairs of high voltage stations and equipment; reports to the Electrical Engineer.

96. Chief Load Dispatcher

System Operator

5-51.520

Is responsible for the continued energization of the interconnected system; issues orders to all generating stations with regard to load and voltage regulation; responsible for remedying trouble on transmission lines, which does not require construction or materials; issues switching orders for line trouble; is in charge of the maintenance of system maps and map records. Reports directly to Electrical Engineer.

97. Load-Dispatcher & Meter Engineer

5-53.371

Under supervision of Chief Dispatcher responsible for continued energization of the interconnected system; also responsible for all meter testing, maintenance and repairs; keeps complete meter record, card files and reports; responsible to Electrical Engineer with regard to meter department.

98. Load Dispatcher

5-53.371

Under supervision of Chief Dispatcher; responsible for continued energization of the interconnected system.

99. Meter Tester

5-83.465

Under supervision of Meter Engineer to test and repair meters.

100. Chief Operator, Hydro Plant

Responsible for operation of hydro electrical plant, consisting of water turbines, generators, accessory electrical equipment, switch boards and general plant; receives orders from Chief Load Dispatcher and responsible to electrical engineer.

101. Chief Operator, Diesel Plant

5-51.122

Responsible for operation and maintenance of diesel plant, consisting of diesel engines, generators, accessory electrical equipment, switch boards and general plant; receives orders from Chief Dispatcher, responsible to Electrical Engineer.

102. Mechanic & Swing Operator

5-51.122

Under direct supervision of Chief Operator, Hydro or Diesel plants; to operate with hydro or diesel plants; acts as assistant and mechanic to Chief Plant Engineer and responsible to the latter.

103. Operators, Hydro

Under the direction of the Chief Operator, Hydro Plant, in charge of operating the hydro plant. Responsible for the operation and maintenance of all auxiliary and switch-board equipment. Operates hydro generating station, auxiliary and switch-board equipment. Operates auxiliary equipment, check switch-board readings, and checking bearing heat indicators. Is responsible for oiling, cleaning and lubricating all equipment; responsible for battery room. Reports to Chief Operator.

104. Operators, Diesel

5-72.210

Under the direction of the Chief Operator, Diesel Plant, in charge of operating the diesel plant. Responsible for the operation, and maintenance of all auxiliary and switch-board equipment. Operates diesel generating station, auxiliary and switch-board equipment. Responsible for unloading fuel oil and checking fuel oil stocks. Operates auxiliary equipment, checks switch-board reading, and bearing heat indicators. Reports to Chief Operator.

105. Line Foreman (Construction)

Foreman, Lineman 5-53.420

Responsible for actual construction work carried out on transmission and distribution lines and sub-stations. Directs work of linemen, ground men, truck drivers and laborers in carrying out construction and maintenance work. Follows direction of, and responsible to Superintendent or Manager. Responsible for all materials checked out in his care. Should understand the cooperative form of enterprise and the rights of cooperative members.

106. Lineman, 1st Class

5-53.420

Lineman First Class should have a minimum of four years climbing

experience. Under direct supervision of construction foremen performs such work on both energized and de-energized circuits as is necessary in the course of the construction work. Under orders from his immediate superior, manager, superintendent or line foreman, may individually or with subordinate lineman, perform construction or maintenance on de-energized lines. Shall be familiar with and capable of handling all types of live line tools and equipment. Should understand the cooperative form of enterprise and the rights of cooperative members.

107. Lineman, 2nd Class 5-53.420

Shall have a minimum of two years climbing experience. Under supervision of his immediate superior, manager, superintendent or line foreman, to perform such work on de-energized circuits as is necessary in the course of the construction, operation or maintenance of the system.

108. Apprentice Lineman 7-99.081

Shall be capable of climbing and conduct himself in a safe and workmanlike manner on poles on de-energized circuits. Shall be under the direction of the First Class Lineman and shall act as assistant to him and the Second Class Lineman in the performance of necessary work on poles in the construction, operation or maintenance of the system.

109. Groundman 9-54.10

Under direction of the Line Foreman or First Class Lineman, to be responsible for the handling of all material and equipment on the ground, in supplying lineman when working on poles. Will assist in the handling of pole erecting equipment and such other duties on the ground as may be directed by the Line Foreman.

110. Truck Driver 7-36.260

Under supervision of the Construction Foreman or Lineman First Class, to operate line trucks and equipment necessary for the construction, operation, and maintenance of the system. Also responsible for maintenance of trucks assigned to him. Shall operate power or hand winches installed on the trucks assigned to him when such equipment is needed.

111. Patrolman-all-lines 7-53.415

Under direct supervision of Electrical Engineer or Chief Load Dispatcher, to patrol all transmission lines of the system. To report broken insulators, damaged cross arms, or poles and condition of guys and tree conditions existing on the lines that are hazardous or may result in line breakage or service interruption. This employee is not authorized to climb poles or perform any duties above the ground, except that of operation of the manual switches in substations.

112. Office Secretary

1-33.01

Responsible for all correspondence and letters given by the Manager. Also filing of the Manager. In the absence of the Manager from the office and her work for the Manager if complete, she will report to the office manager and work under his supervision until the Manager returns to his office, at which time, she will report back to her original office.

113. Secretary-Stenographer

1-37.12

Works directly under and is responsible to the executive or administrative employee to whom she is assigned. To take dictation and transcribe letters and memoranda of moderate difficulty involving technical, legal and accounting terms. To be familiar with the files and records in the general office, sufficient to obtain the necessary materials in the performance of her duties.

114. Ledger Clerk

1-01.03

Under the direct supervision of the Office Manager. Directly responsible for posting of all customer's accounts receivable. Also the aging of accounts and making the arrears reports. Responsible for balancing the merchandise ledgers, and the making of the monthly reports. In charge of receiving the distribution of all mail received.

115. Billing Clerks

Bill Recap.Clk.

1-01.31

Under the direct supervision of the Office Manager. Is responsible for the billing of all accounts, also the break-down of these accounts and the transfer of the billing of the monthly revenue reports. Is also to assist the Office Manager in checking payroll, and other accounting procedures during the month as required by the Office Manager. Types all petty cash and payroll journals; also the itemizing of customers' accounts as requested by the Office Manager.

116. Stock Clerk

1-38.01

To keep all records of stocks in warehouse and withdrawals and additions thereto.

117. Clerks

Under the direct supervision of the Office Manager. Will be responsible for the posting of all collections. Also the preparation of all monthly revenue reports, the posting of membership fees and refunds. Also the posting of these reports to the general ledger. Is responsible for the checking of all addressograph plates with the meter books, the running of all bills on the addressograph in preparation for billing, for the typing of all arrears reports and car mileage journals. Will be responsible for the filling of all requisitions for all office supplies, the wrapping and mailing of all meter books and collection stubs to the various

field offices. Also any extra work that is required by the Office Manager.

118. Local Superintendent

5-53.211

In charge of the general operation and maintenance of the distribution system within an assigned district. Responsible for the development of load by existing consumers, and the addition of new consumers. Is charged with the development and maintenance of good public relations. Responsible for the installation, reading and checking of meters within the district. Supervises the activities of the service men and cashiers assigned to the district. Responsible for the patrol of transmission lines within the district and reporting conditions requiring attention when requested by Electrical Engineer. Should understand the cooperative form of enterprise and the rights of cooperative members.

119. Local Servicemen

Is responsible for operation and maintenance of distribution lines within a given area. Installs and maintains transformers, protective and switching equipment. Installs service drops and metering equipment. Must have a minimum of four years experience climbing poles, two years of which shall have been on energized lines of voltages not exceeding 7200 volts to ground. Installs transformers, protective and switching equipments, service drops and meters on de-energized circuits only; reads meters and capable of minor service to electrical appliances. Performs other duties as directed. Should understand the cooperative form of enterprise and the rights of cooperative members.

120. Local Cashier (a); & Serving Cashier (b)

1-01.52

(a) Under the direct supervision of the Office Manager. Is responsible for all cash collections, collection reports, and the deposits of all monies as a credit to the collection account, preparation of meter work orders and meter sheets, checking of all consumption of energy used in the district as shown on the meter sheet for billing, the preparation of monthly stores reports, collection reports, meter and transformer reports, time, mileage and expense reports received from the Local Superintendent and various routine duties of the district office such as checking the collections as reported by the collections in their district.

(b) Same as Local Cashier. To be relief cashier, able to go to any district office and substitute for the Local Cashier in case of vacations, resignations, or sickness. Upon the completion of this work again reports to the original position.

121. Local Cashier

1-01.52

Same as No. 120 (a)

II. EMPLOYMENT BY REA BORROWERS (Private Employment)

122. Janitor

2-24.10

Reports to the Manager. Is responsible for the cleaning of the general office and plant office, carrying the mail to and from the post office, the plant and the general office.

III. EMPLOYMENT BY LINE CONSTRUCTION CONTRACTORS

123. Superintendent

0-99.11

Is responsible for and directs, the construction of projects according to specifications for workmanship and materials, and within a specified time limit and estimated cost; assembles various members of organization (foreman, clerical, and other workers) at start of project; coordinates the work of the foremen and sub-contractors during progress of construction; inspects work to insure workmanship is in accordance with specifications; keeps, or receives from subordinates, periodic reports on progress and costs, and adjusts schedules of work as indicated advisable by reports.

124. Timekeeper

1-26.03

To keep daily time record of all employees. Make up time sheets. Figure amount of pay, social security deductions, etc.

125. Stock Clerk

1-38.01

Same as No. 116

126. Labor Foremen

5-95.320

Supervises workmen, interprets blueprints, sketches, written or verbal orders; determines procedure of work; assigns duties to workmen and inspects their work for quality and quantity; maintains harmony among workers. May keep time, production and other clerical records, employ, train and discharge workers, assist subordinates during emergencies. Must be skilled in the work of construction of transmission and distribution lines.

127. Laborers

9-54.10

Under direct supervision of Construction Foreman or First Class Lineman, to perform such manual labor on the ground, including pole digging and pole setting, as is necessary in the construction operation and maintenance of the system.

128. Tree Trimmers

3-40.13

To trim trees on edge of rights-of-way as ordered by clearing foreman. Considerable tree climbing is necessary.

129. Line Foreman (Construction)

Foreman, Lineman 5-53.420

Responsible for actual construction work carried out on transmission and distribution lines and sub-stations. Directs work of linemen, groundmen, truck drivers and laborers in carrying out construction and maintenance work. Follows direction of, and responsible to Electrical Engineer.

Responsible for all materials checked out in his care.

III. EMPLOYMENT BY LINE CONSTRUCTION CONTRACTORS

130. Lineman, 1st Class

5-53.420

Same as No. 106

131. Lineman, 2nd Class

5-53.420

Same as No. 107

132. Groundmen

9-54.10

Same as No. 109

133. Compressor and Jackhammer Operators

7-72.580 & 7-75.710

To operate air compressors and jack hammers in the drilling of rock holes in preparation for blasting of pole and anchor holes.

134. Powdermen

7-74.320

Handles proper storage of explosives in powder house and issues powder, dynamite, caps, detonators, fuse; thaws explosives when they become frozen.

135. Truck Drivers

7-36.250

Same as No. 110

136. Tractor Operators

7-36.510

To operate heavy equipment such as tractors for hauling in poles and supplies and equipment used in hole digging and pole setting.

IV. EMPLOYMENT BY WIRING AND PLUMBING CONTRACTORS

WIRING CONTRACTORS:

137. Electrician (Housewiring)

4-97.010

Shall be Journeyman familiar with National Electrical Code and Rural Electrification Administration Rules for interior wiring construction. Shall have at least two full years of practical experience in the installation of wiring and equipment; installs wiring systems and lighting fixtures and other electrical equipment.

138. Electrician Helpers (Housewiring)

7-95.100

Same as No. 137,- except "one year's experience" required.

PLUMBING CONTRACTORS:

139. Plumbers

5-30.210

Confers with the prospective customer in respect to the proper types and locations of the various units for the water supply and sewage disposal including the bathroom fixtures, the electric automatic water pressure pump, hot water heater and auxiliaries, septic system, et cetera. Lays out and installs all fixtures, waste lines, hot and cold water lines. Has a complete working knowledge of any and all codes covering each particular installation.

140. Plumbers Helpers

7-32.812

Shall assist in the installation of the entire water supply and sewage disposal system under the supervision of the Plumber.

V. EMPLOYMENT BY CONSULTING ENGINEERS

141. Resident Engineer

0-17.01

Represents, at the location of the project, the Consulting Engineers who employ him. Has educational, experience or legal qualifications of electrical engineering, line construction and design and operation of power plants. Capable of designing and laying out plans for the construction of overhead (including underground conduits) lines and supervises the construction in the field. Is capable of designing machinery necessary for generating electricity and supervising its construction, operation and maintenance.

142. Draftsmen

0-48.11

Prepares clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes. Prepares working plans or wiring diagrams for the erection, installation and wiring of electrical machinery, equipment, overhead transmission and distribution lines.

143. Clerks

1-37.34

Makes up and files reports; tabulates and posts data in various record books; takes telephone orders; checks cash registers; gives information to callers; sends out bills; checks calculations; keeps a small set of books. Operates various office machines, such as duplicating machines. May be required to do miscellaneous typing, or may be required to take and transcribe dictation.

144. Stenographers

1-37.12

Takes dictation in shorthand of correspondence, reports, and other matter and transcribes dictated material, writing it out in longhand or using a typewriter. May be required to be versed in technical language and terms used in the profession of consulting engineering.

145. Secretaries

1-33.01

Performs general office work in relieving executives and other company officials of minor executive and clerical duties; takes dictation, using shorthand or uses a Stenotype machine; transcribes dictation or the recorded information reproduced on a transcribing machine; makes appointments for executives and reminds him of them; interviews people coming into office, directing to other workers those who do not warrant seeing the executive; answers and makes 'phone calls; handles personal and important mail, writing routine correspondence on own initiative. May supervise other clerical workers.

146. Bookkeepers

1-01.02

Keeps a complete and systematic set of records of all business transactions. Examining and recording the transactions in proper record books and on special forms; balances books and compiles

V. EMPLOYMENT BY CONSULTING ENGINEERS

146. Bookkeepers (Cont'd)

reports at regular intervals to show the receipts, expenditures, accounts payable, accounts receivable, profit or loss, and many other items pertinent to the operation of the business. Calculates wages of employees, and makes up checks or draws cash from bank for payment of wages. May prepare, type and mail monthly statements to customers. May perform other duties such as taking telephone orders and making bank deposits. May operate an adding machine, calculating machine and may take and transcribe dictation.

147. Staking Crew Foreman

O-64.10

Supervises workmen, interprets blueprints, sketches, written or verbal orders; determines procedure of work; assigns duties to workmen and inspects their work for quality and quantity; maintains harmony among workers. May keep time, production and other clerical records, employ, train and discharge workers, assist subordinates during emergencies. Must be skilled in the work of staking lines.

148. Instrument Man

III. O-64.30

Sets up, adjusts and operates an engineer's level, transit and other surveying instruments to establish angles and elevations, or to secure data pertaining to angles and elevations for line construction; keeps notes, sketches, and records of work performed or data secured. Exercises limited supervision and direction over chainman and rodman.

149. Rodman

II. 7-87.100

Holds level rod at points designated by Instrument Man for purposes of establishing or obtaining the elevation of those points; reads rod and calls out readings to Instrument Man; marks points with elevation or an identifying mark; carries and sets stakes, if this is not done by Stakeman; clears brush and trees from survey line, if this is not done by others; locates points of established elevations with reference to other points by making measurements between the points; the duties of a Rodman and those of a Chainman are usually interchangeable.

150. Chainmen

7-87.200

Measures distance as directed, using steel tape, cloth tape or Surveyor's chain; marks measuring points with stakes; carries a set of stakes; cuts and clears brush and trees from survey line, if this is not done by others; performs other duties relating to survey work as directed. These men work in pairs, the head chainman holding the advanced end of tape and establishing the most advanced measuring point, while the rear chainman holds the rear end of tape at last established measuring point. The duties of a chainman and those of the rodman are usually interchangeable.

V. EMPLOYMENT BY CONSULTING ENGINEERS

151. Laborers

9-54.10

If any, does odd jobs and assists the members of the staking crew in their work.

152. Blue Print Machine Operators

7-86.330

Operates a machine that automatically exposes, develops, washes and dries blueprints. Prepares vandyke prints and ozalid prints.

